

# Grant Request Proposal

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding support for [Project Name], a project designed to [briefly describe project goals and objectives]. Our organization, [Your Organization Name], is committed to [mention your mission or purpose related to the grant].

The total budget for [Project Name] is [insert total amount]. We are therefore seeking a grant of [insert amount requested] to support [specific aspects of the project you need funding for]. Your support will directly contribute to [briefly explain the impact or outcomes of the project].

Enclosed, please find our detailed budget, a timeline of project activities, and letters of support from community partners. We believe that this project aligns with [mention any goals or priorities of the funding organization], and we are excited about the positive impact it can create.

Thank you for considering our request. I would welcome the opportunity to discuss this proposal further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]